

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Sohail Ur Rahman
Designation	UCPO
CNIC No.	11101-5589952-5
District/UC	Bannu/Lalo Zai
Leave application date	01/04/2019

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input checked="" type="checkbox"/> Others
Number of Days Leave Applied for	
Leave start date: 01/4/2019	Leave end date: 01/04/2019
OIC Name and designation:	
Employee signature: <u><i>Sohail</i></u>	Date: <u>21-03-19</u>
PEO endorsement: <u><i>[Signature]</i></u>	Date: <u>21-03-19.</u>
PTL endorsement: _____	Date: _____
For more than Two weeks	
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed